

## Application for Self-Insurance Checklist

- ☐ **Completed Application**
- ☐ **Statement of Financial Status**  
Prepared in accordance with generally accepted accounting principles, covering a one-year period ending not more than twelve (12) months before the date of application, and audited by a certified public accountant.
- ☐ **Excess Insurance**  
A copy of the declaration sheet of any excess insurance policy intended as partial security.
- ☐ **Written Estimate of Loss Reserve**  
Either of the following:
  - Prepared by a qualified actuary.
  - Prepared in conformity with the loss reserve methodology approved for utilization by a qualified actuary within the two-year period immediately preceding the date of original application and certified by an owner, officer or director.
  - Prepared by a casualty insurance company.
- ☐ **Claim Contact**  
Copy of written authorization designating a specific person to receive and process claims.
- ☐ **Sample Claim Form**  
A copy of a claim form to be used to submit a claim for benefits. The claim form shall include all the following information:
  - A statement of claimant's right to personal protection insurance benefits, property protection insurance benefits, and residual liability insurance benefits under the no-fault law.
  - A statement of a self-insurer's responsibility to pay claims in a timely manner.
  - An instruction that directs claimants to contact the Secretary of State concerning a self-insurer's failure to fulfill its responsibilities under the no-fault law.
- ☐ **Motor Vehicles Registered in Michigan**  
A list of all motor vehicles that are registered in Michigan in the name of the applicant at the time of application or that are to be self-insured under a certificate of self-insurance issued to the applicant. The vehicles shall be identified by all of the following:
  - Year
  - Make
  - Model
  - Vehicle Identification Number (VIN)
  - License Plate Number

***Send completed application package to:***

**Assigned Claims Facility  
7064 Crowner Drive  
Lansing, MI 48918  
(517) 322-1875**